



## Fact Sheet 2016/2017

### Institutional Details

Name of Institution	<b>KTH</b> , Kungliga Tekniska Högskolan Royal Institute of Technology
Erasmus + ID Code	S STOCKHO 04
Erasmus + Charter	29371-LA-1-2014-1-SE-E4AKA1-ECHE-1
Erasmus + PIC	999990946
www Internet Address	<a href="http://www.kth.se">www.kth.se</a>
Address	Kungliga Tekniska högskolan Brinellvägen 8, SE-100 44 Stockholm, Sweden

### Head of Institution

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### KTH International Relations Office

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### Head of KTH International Relations Office/Erasmus + Institutional Coordinator

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### Erasmus + Coordinator

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### Advisor for agreements outside Europe

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## Academic Calendar

Autumn term 2016	August 29 <sup>th</sup> , 2016 – January 16 <sup>th</sup> , 2017
Spring term 2017	January 17 <sup>th</sup> , 2017 – June 5 <sup>th</sup> , 2017

## Arrival Days for exchange students

Autumn term 2016	August 1 <sup>st</sup> , 2016 (students attending Intensive Swedish language course), August 21 <sup>st</sup> and 22 <sup>nd</sup> (other students)
Spring term 2017	Mid-January, 2017

## Study Periods – Autumn semester

<b>Study period 1</b>	August 29 <sup>th</sup> – October 14 <sup>th</sup> , 2016
Own work	October 17 <sup>th</sup> – October 20 <sup>th</sup> , 2016
Examinations	October 21 <sup>st</sup> – October 28 <sup>th</sup> , 2016
<b>Study period 2</b>	October 31 <sup>st</sup> – December 16 <sup>th</sup> , 2016
Own work/Re-examinations	December 19 <sup>th</sup> – December 22 <sup>nd</sup> , 2016
Own work/Christmas break	December 23 <sup>rd</sup> , 2016 – January 5 <sup>th</sup> , 2017
Examinations	January 9 <sup>th</sup> – January 16 <sup>th</sup> , 2017

## Study Periods – Spring semester

<b>Study period 3</b>	January 17 <sup>th</sup> – March 6 <sup>th</sup> , 2017
Own work	March 7 <sup>th</sup> – March 10 <sup>th</sup> , 2017
Examinations	March 11 <sup>th</sup> – March 18 <sup>th</sup> , 2017
<b>Study period 4</b>	March 20 <sup>th</sup> – May 19 <sup>th</sup> , 2017
Studies	March 20 <sup>th</sup> – April 7 <sup>th</sup> , 2017
Own work/Re-examinations	April 10 <sup>th</sup> – April 13 <sup>th</sup> , 2017
Studies	April 18 <sup>th</sup> – May 19 <sup>th</sup> , 2017
Own work	May 22 <sup>nd</sup> – May 26 <sup>th</sup> , 2017
Holiday	May 25 <sup>th</sup> , 2017
Examinations	May 29 <sup>th</sup> – June 5 <sup>th</sup> , 2017
Own work/Re-examinations	June 7 <sup>th</sup> – June 10 <sup>th</sup> , 2017

## Application and deadline

Only applications from students nominated by a partner university will be considered. The number of students as specified in the Exchange Agreement **between KTH and the partner university is not to be exceeded**. Students nominated by their home university for exchange studies at KTH must submit an online application form for exchange students found at <http://www.kth.se/en/studies/exchange/application-for-exchange-students-1.7972> The application includes a request for assistance in finding accommodation and application for Swedish language courses at KTH. Once all fields are completed, the student will receive a confirmation, including information **on how to complete the registration in the system**. Documents to be up-loaded into the application system are the following:

- **Clear passport-size photo in JPEG;**
- **Scanned copy of personal page in passport, valid for at least 6 months from the commencement of your studies at KTH, in PDF-format.** For EU/EEA citizens national ID card is also accepted if it clearly states citizenship and the card's expiration date, to be provided in a PDF-format;
- **A transcript of records**, i. e. list of completed courses at the university level, from both the bachelor's (e.g. bachelor's certificate, classes préparatoire or similar) and master's level. Also **upload a list with the courses currently pursued** and planned to be completed before starting the studies at KTH. **Both documents have to be signed and stamped by responsible person at the home university;**
- **Learning agreement**, approved, signed and stamped by responsible person at the home university;
- **Nomination form**, approved, signed and stamped by responsible person at the home university.

Double degree (DD) students follow the same application procedure as exchange students. Please note that only students whose home university has a DD agreement with KTH can apply for DD studies. The online application and required documents must have been uploaded into the system before the following deadlines:

**April 15<sup>th</sup>** for studies/project work starting in August/September or later in the autumn.

**October 15<sup>th</sup>** for studies/project work starting in January or later in the spring.

**Please note:** Applications can not be made after the deadlines above and will **NOT** be considered.

## Courses and projects

All information on courses, credit system, grades, course descriptions, schedule, language of instruction etc. can be found on the following page:

<http://www.kth.se/en/studies/exchange/exchange-studies-at-kth-1.6519> or

<http://www.kth.se/en/studies/exchange/courses>

Exchange students should take a minimum of 50 % of the credits within one specific school at KTH, the one that the agreement is signed with, and provided that they meet the prerequisites specified for each course. Exchange students within the Architecture programme must take **all** their courses within the School of Architecture. The preliminary selection of courses should be approved by the home university in a *Learning Agreement/Study plan* to be uploaded into the application system. Changes to the student's *LA/study plan* should be made within three weeks from the date of course start.

Please note that courses have prerequisites and therefore are not open for all students. In addition, the number of places may be limited. For information on the level, prerequisites and time period of a course, see the database with course descriptions which will be updated in late March for the upcoming academic year and is available at [http://www.kth.se/student/kurser/sokkurs?l=en\\_UK](http://www.kth.se/student/kurser/sokkurs?l=en_UK)

Educational level: First cycle = year 1-3 (Basic level), second cycle = year 4-5 (Advanced/Master's level), third cycle = PhD level. Academic levels range from A to D, where A = introductory level and D = advanced level. Please carefully study the course prerequisites for courses at level B, C and D.

Exchange students are welcome to perform a final degree project at KTH. However, there is no service

provided at KTH to match student requests with on-going research projects. A student who wants to carry out a project must on own behalf contact the research group or professor directly and make the arrangement with that professor/group before applying. After following these steps, the student can apply through the same on-line application link as above.

### Credits and Grades

KTH uses the ECTS (European Credit Transfer System) which is based on the principle that 60 credits equal the workload of full-time studies during one academic year. It is advised that students make a *Learning Agreement/Study plan* including only 30 credits per semester, KTH cannot guarantee student's attendance to courses exceeding this 30 credit's limit. Grades are assigned among students with a pass grade as follows:

A=excellent

B=very good

C=good

D=sufficient

E=pass

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail- some more work required to pass" and F means: "fail – considerable further work required".

Some courses are only giving the P/F grade, please see grading scale for the course in the course description: [http://www.kth.se/student/kurser/sokkurs?l=en\\_UK](http://www.kth.se/student/kurser/sokkurs?l=en_UK)

### Swedish language courses

The Unit for Language and Communication at KTH offers Swedish language courses free of charge for exchange students. There is an intensive course starting in the beginning of August. During the academic year Swedish language courses are offered along with the rest of the major studies. The course catalogue for Swedish language courses is available in March. Find out more on the Unit for Language and Communication website: <https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-studenter>

The Swedish courses are divided into different levels: <https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-master-och-utbytesstudenter> If the student has some previous knowledge of Swedish, it is compulsory to make a placement test to establish course level. It is an interactive, Internet based test, which gives the students an immediate result. Read more about the placement test:

<https://www.kth.se/en/ece/avdelningen-for-larande/sprak-och-kommunikation/for-studenter/placeringstest-1.69623>

### Residence permit for studies

Students from **non EU/EEA countries** need to apply for a residence permit for studies before entering Sweden. Further information and application forms regarding residence permit may be obtained from the Swedish Embassy or Consulate in the home country of the student, or from Migrationsverket (the Migration Board) [http://www.migrationsverket.se/info/studera\\_en.html](http://www.migrationsverket.se/info/studera_en.html)

**These students are strongly advised to apply as soon as they receive their *Letter of Acceptance*, since it may take up to three months to get the documentation finalized.** In order to apply for a residence permit for studies, students must:

- have a valid pass port
- be admitted to full time studies
- be able to support her-/himself for the planned study period
- have a comprehensive health insurance (see below) if admitted for less than a year
- have a *Letter of Acceptance* from KTH.

Nordic citizens do not require a visa or residence permit. EU citizens have the right to study in Sweden without a residence permit.

Foreign students are allowed to work in Sweden during their period of study. No additional work permit is needed. However, please be aware that it is difficult to find a part-time job in Stockholm. KTH does not help students to find work.

## Health Insurance

**It is very important that all international students have complete insurance coverage for their entire stay in Sweden.** Consequently, KTH asks all international students to have a complete insurance cover when arriving to KTH. **Important areas that the insurance should cover are: personal injury, medical and dental care, accidents, personal belongings (luggage etc.), liability coverage, legal expense coverage, home transportation (in case of injury or illness).** As a compliment the student is covered by the Student IN insurance provided by Kammarkollegiet; insurance policy can be found at [kammarkollegiet.se](http://kammarkollegiet.se)

### EU/EEA citizens and the European insurance card

Students from EU/EEA member countries should bring the European Insurance card. The card states that the card-holder is entitled to health care on the same conditions and to the same cost as Swedish citizens. Please note the **“EU-card” is only covering health care.** The complete insurance would need to cover dental care, home transportation, personal belongings and liability coverage.

### Non EU/EEA citizens

It is very important that students from non EU/EEA countries have a valid and complete insurance coverage since it is a prerequisite for securing a residence permit for studies.

## Accommodation

KTH has an Accommodation Office located in the KTH Entré at Drottning Kristinas väg 4 (Campus Valhallavägen). KTH Accommodation rents rooms for exchange students in student housing buildings (dormitories) or rented in apartment houses. The rooms are located in central Stockholm as well as in the suburbs of the city. KTH can only offer this service to a limited number of international students as the housing market is extremely difficult in Stockholm. The location of the room will depend on the number of rooms available at the moment. There is no possibility to choose your room or address, nor to change an allocated room! **Exchange students** will be able to mark an interest for help in finding accommodation in the on line application for exchange studies at KTH. Then the KTH Accommodation will contact the student directly about the request; confirmation about an allocated room is sent to the student before arrival in Sweden. Please note that the **housing contract is signed upon arrival at KTH.** For information and opening hours please visit their website at:

<https://www.kth.se/en/student/studentliv/accommodation/accommodation-exchange/arrival-and-keys-1.9900> If you wish to contact them please use: [accommodation@kth.se](mailto:accommodation@kth.se)

## Introduction for International Students

All international students are invited to take part in the Introduction Programme. The main purpose of the programme is to acquaint students with KTH and Sweden. Introductions are scheduled for the beginning of August, the beginning of September and mid-January. Further information is given to the students with the sending of the *Letter of Acceptance*.

Furthermore, all institutions of higher education in Sweden have student unions. The KTH student union is called THS, *Tekniska Högskolans Studentkår. Social and International Relations* is an organisation within THS aiming to help international students to get to know each other, enjoy their stay and learn about Sweden. Hence it organises a number of social and cultural activities as well as trips and parties, particularly in August and January but also continuously during the semester.

## Registration

All international students at KTH are provided with a special registration number called *T-number* which is a fictive number for use within KTH. The student will get the *T-number* when registering with the international coordinator at the school to which the student has applied and been admitted (usually during the information/welcoming meeting at the school). Other organisations like banks etc. may give you other fictive numbers of registration. Swedish citizens all have a civic registration number, *personnummer*, used in these situations.

### E-mail address/account at KTH

All KTH students receive a personal e-mail account. Information about the account is given during the registration with the international coordinator at the school to which the student has applied. Students also get an access card to the KTH premises, which is to be kept as a valuable.

### Contact persons for exchange students

**Postal address:** KTH, Name of the School/ Programme, SE-100 44 Stockholm, SWEDEN (if nothing else is mentioned below).

School	Coordinator	Phone, Fax and E-mail
<b>School of Architecture and the Built Environment (ABE)</b>	Mr. Martin Sjöstrand (Architecture)	Phone: +46 8 790 8543 Fax: +46 8 790 8539 <a href="mailto:incomings@arch.kth.se">incomings@arch.kth.se</a>
	Ms. My Delby Ms. Erika Charpentier (Built Environment)	Phone: +46 8 790 8064 Phone: +46 8 790 8074 Fax: +46 8 790 7900 <a href="mailto:international.exchange@abe.kth.se">international.exchange@abe.kth.se</a>
<b>School of Biotechnology (BIO) School of Chemical Science and Engineering (CHE)</b>	Ms. Marija Bogdanovic	Phone: +46 8 790 7169 Fax: +46 8 24 9366 <a href="mailto:exchange-chebio@che.kth.se">exchange-chebio@che.kth.se</a>
<b>School of Computer Science and Communication (CSC)</b>	Mr. Christian Todoran Ms. Angelica Brink	Phone: +46 8 790 3717 Phone: +46 8 790 8194 <a href="mailto:csc-exchange-in@kth.se">csc-exchange-in@kth.se</a>
<b>School of Engineering Sciences (SCI)</b>	Ms. Talia Adamsson	Phone: +46 8 790 6415 Fax: +46 8 790 9189 <a href="mailto:exchange-in@sci.kth.se">exchange-in@sci.kth.se</a>
<b>School of Electrical Engineering (EES)</b>	Ms. Manja Schubert	Phone: +46 790 6364 Fax: +46 8 790 8484 <a href="mailto:exchange@ee.kth.se">exchange@ee.kth.se</a>
<b>School of Information and Communication Technology (ICT)</b>	Ms. Malin Hedberg Electrum 229 SE-164 40 Kista	Phone: +46-8-790 4239 Fax: +46 8 790 4290 <a href="mailto:exchange@ict.kth.se">exchange@ict.kth.se</a>
<b>School of Industrial Engineering and Management (ITM)</b>	Ms. Zofia Laine	Phone: +46 8 790 6338 Fax: +46 8 790 0938 <a href="mailto:incoming@itm.kth.se">incoming@itm.kth.se</a>
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